**Smart Expense Tracker**

**Phase 4: Process Automation (Admin)**

Automation ensures data integrity and reduces repetitive tasks:

* **Validation Rules:**
  + Prevent negative amounts.
  + Enforce mandatory fields like Date and Amount.
* **Approval Process:**
  + Expenses above a threshold (e.g., ₹5000) require Finance Team approval.
  + Expenses above 20000 require Manager approval.
* **Flow Builder:**
  + Auto-populate Category field based on Notes (e.g., “Hotel” → Accommodation).

**Validation Rule**

In this record amount and date are mandatory.

**A screenshot of a computer

AI-generated content may be incorrect.**

**Approval Status :**

**On Admin Page**

**A screenshot of a computer

AI-generated content may be incorrect.**

**On Employee Page**

**A screenshot of a computer

AI-generated content may be incorrect.**